



**National Business Center  
Administrative Operations Directorate  
Division of Facilities Management Services**



**Recycling Guide for the Main and South Interior Buildings  
Revised November 2006**

**PAPER**

**WHITE PAPER - GRADE 1**

- White paper (any color ink)
- White tissue paper (onion skin)
- White copier paper
- White computer paper
- White office stationery (also, high-quality off-white paper such as stationery)
- White envelopes with water-soluble glue (i.e., those that can be sealed when moistened), **without** windows, and **without** self-adhesive labels or postage stamps (please tear those off first)

**MIXED (COLORED) PAPER - GRADE 2**

- Colored or natural-shade paper
- Magazines and glossy paper
- Yellow routing and message slips
- Blueprints and drawings
- Unsolicited mail
- Carbon-less (NCR) paper
- Shredded paper (must be in bags)
- Books (glued, stitched, or stapled) - examples include CFRs and Federal Registers
- File stock - manila, green, or brown folders; wallet folders; hanging folders (remove metal hangers first)
- Tabbed dividers (remove plastic materials)
- Envelopes (any color except white) with water-soluble glue (i.e., the type you wet to seal) and envelopes **with** windows; however, self-adhesive labels and/or self-adhesive postage stamps should be removed and discarded
- Copy-paper wrappers (i.e., the wrappers that bind each ream of new paper)

**Notes:**

1. Staples may be left on paper being recycled, but paper clips, binder clips and other reusable fasteners should be removed and reused.
2. Documents that contain sensitive information (e.g., data protected under the Privacy Act of 1974) should be shredded before being recycled or discarded.
3. Recycling containers for desktop separation of Grade 1 and Grade 2 paper are available from the Building Manager's Office, room 1221-MIB, or by contacting one of the individuals listed at the end of this Recycling Guide.
4. Centralized collection centers are located throughout both buildings. For information on the one nearest to your office, please contact one of the individuals listed at the end of this Recycling Guide.

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### **NEWSPAPER - GRADE 3**

Newspapers should be placed in the specially-marked containers which are located in the Main Interior Building (MIB) garages, outside the MIB cafeteria and in the freight elevator lobbies on each floor of the MIB. In the South Interior Building (SIB), the containers for newspapers are located at the elevator lobby on each floor.

### **CARDBOARD - GRADE 4**

Cardboard may be placed in the hallway outside each office door after **4:00 p.m.** each business day. A special collection for large quantities of cardboard can be arranged by calling the Building Manager's Office at (202) 208-7560. Please remove any waste and/or packing materials from the cardboard being recycled.

### **TELEPHONE DIRECTORIES - GRADE 5**

Old or unneeded telephone books (e.g., Verizon, The One Book, Yellow Book, agency telephone directories, etc.) should be placed in the immediate area of the paper containers at your recycling center.

### **UNACCEPTABLE ITEMS:**

The items listed below should be separated or removed from paper materials being recycled.

- **Waxy paper**
- **Tissues**
- **Carbon paper**
- **Adhesive tape**
- **Rubber bands**
- **Paper cups**
- **Post-It® notes**
- **Food wrappers**
- **Tyvek® envelopes**
- **Padded envelopes**
- **Pressure-sensitive (self-adhesive) labels and postage stamps**
- **Three-ring or other types of binders (but, recycle the contents)**
- **Plastic or metal spiral binders (remove the binding and recycle the contents)**
- **Binder clips and other metal fasteners**

### **COMPUTER EQUIPMENT**

Surplus and/or outdated computer equipment must be recycled. This includes items such as central processing units (CPUs) and monitors. Contact John Butler at (202) 208-4682 for information on collection of surplus and/or outdated computer equipment.

### **GLASS CONTAINERS, ALUMINUM CANS, AND PLASTIC**

Glass containers, aluminum cans and plastic should be deposited in appropriate containers in freight elevator lobbies, cafeteria and garage entrances in the MIB, and the elevator banks and vending room in the SIB. Please ensure that **bottles and cans have been rinsed and are empty.** Caps/tops may remain on containers. Only type PET,

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PETE (No. 1), or HDPE (No. 2) plastics may be recycled. PET is used to make tough, shatterproof containers such as soft-drink and water bottles, and some food and medicine containers. HDPE (high-density polyethylene) plastics are flexible, translucent products such as milk and detergent bottles. PET, PETE, and HDPE containers will be marked as such or may be marked No. 1 or No. 2. The following are contaminants and **should not** be placed into the collection centers:

- **Liquids**
- **Stones and dirt**
- **Plate, safety, or window glass**
- **Heat-resistant glass such as Pyrex**
- **Plastic bags**
- **Lead-based glass such as crystal or TV tubes**
- **Ceramic cups, dishes, oven ware, or light bulbs**
- **Polystyrene**
- **Yogurt cups**
- **Milk cartons**
- **Food wrappings**

### **SKIDS/PALLETS**

In general, pallets and skids should be returned to their origin (e.g., Printing Plant, receiving section, GPO, etc.). They will be returned to their point of origin or recycled through a contract established by the Division of Facilities Management Services (DFMS). For additional information, please contact Jay Agosto at (202) 208-7560.

### **RECYCLING – Miscellaneous Items**

A collection point for recycling specific items which, normally, are not collected in high volume has been established in the basement of the Main Interior Building. This site has collection bins for print cartridges for laser and ink-jet printers, copy machines, and fax machines. Additionally, you may recycle purged computer (floppy) disks; purged Ni-Cad, Ni-MH, and used eye glasses, Li-Ion rechargeable batteries (we cannot recycle alkaline batteries); CDs; magnetic tapes (4mm, 8mm, VHS cassettes, reel-to-reel, and data cartridges); and transparencies at this location. The collection center is in the main corridor near the entrance to the cafeteria (this entrance now is closed for construction).

### **SCRAP METAL AND FLUORESCENT LIGHT TUBES**

Most scrap metal and fluorescent tube recycling is done by the facilities staff; however, if you have these materials contact the Building Manager's Office at (202) 208-7560.

### **CARPET AND PADDING**

When replacing carpeting in offices, the existing carpet and padding found must be recycled, down cycled, or renewed. By recycling and buying recycled content (fiber and/or backing) and renewable (cleaned, retextured, and re-dyed) carpet tiles, we are reducing the environmental impact of our actions and saving resources (diverting from landfills, reprocessed into new fiber, using post-industrial waste, saving oil, thus reducing global warming potential) that can be made into other products (e.g., automotive parts, parking barriers, lumber alternatives, sod reinforcement, soundproofing, etc). Most

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carpet manufactures have carpet-reclamation programs in place to accept old carpeting and padding. Contact Rick Farr at (202) 208-3350 in the Branch of Support Services for additional initiative, this is a reimbursable service.

## **GREEN ROOM**

Occupants may use Green Room to recycle unneeded general office items such as notebooks, pads, pens, and may take any items from there which their organization can use in the normal course of its business. The Green Room is located in Room 1661-MIB. Additional information on the Green Room can be obtained by contacting the Building Manager's Office at (202) 208-7560.

## **TIPS**

- Minimize waste by planning and coordinating your requirements.
- Whenever possible, make double-sided copies when duplicating documents. If appropriate, consider using electronic transfer rather than paper copies.
- Computers and some related equipment must be recycled.
- Refrigerators, ice machines, water coolers, and other cooling equipment must be purged and certified to be free of all refrigerant before they can be discarded as waste or for salvage. This service is available on a reimbursable basis through the Branch of Support Services, DFMS. For additional information, please contact Rick Farr at (202) 208-3055.
- Properly dispose of all chemical wastes or excess. If assistance is desired, please contact Maurice Banks on (202) 208-7560. The Federal Hazard Communication Program must be implemented for all chemicals for which a Material Safety Data Sheet (MSDS) is issued, and a copy of the MSDS must be posted in the workplace where the chemicals are used or stored. We also ask that you provide the Building Manager's Office (Mail Stop 1210-MIB) with a copy of the MSDS for each chemical; emergency-response personnel may require this information during emergency conditions.
- Arrange for recycling containers to be provided for special events and celebrations.

If you have any questions, please contact the Building Manager's Office at (202) 208-7560. Your efforts and cooperation **do** make a difference and are appreciated.

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